

Registration of Generic Badging Requirements

Use this form to officially establish your requirements for generic Escort-Required Badges or generic Uncleared U.S. Visitor Badges. A **generic** badge is a reusable numbered badge that bears no individual's name and that is intended for use in a specific area. After the Badge Office has received and approved this registration request, use [Form 1802](#), Generic Badge Order, to order your badges.

Note: Use [Form 1671](#) to request generic Exchange Badges and [Form 1735](#) to request a *name* badge for a U.S. visitor.

Select the Applicable Requirement

[Escort-Required](#)

☐

Escort-Required Badges are used in security areas of the Laboratory.

[Uncleared U.S. Visitor](#)

☐

Uncleared U.S. Visitor Badges are used in nonsecurity areas of the Laboratory.

Program Information

1. Point of Contact for badge requests to the Badge Office.

Name: _____

Group or Program: _____

Telephone: _____ E-mail: _____ Name of Back-up: _____

2. Entity covered (*select one*).

Technical Area ☐

Division ☐

Building ☐

Group ☐

Give the exact name of the entity as it is to appear on the badge.

(maximum of 6 characters including spaces)

3. How many badges do you need to maintain in stock?

4. Do these badges need a magnetic stripe on the reverse side? Yes ☐ No ☐

Note: The Badge Office does not encode generic badges—the facility must do this.

If Question 4 is answered Yes, a justification **must** be provided below.

Justification:

5. Additional information that may be useful to the Badge Office.

For Badge Office Use Only

Magnetic Stripe:

OK ☐

Not OK ☐

Initials _____ Date _____

Registration Approved:

Initials _____

Date _____